

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No. RFP660
<input checked="" type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: __YES __ <input checked="" type="checkbox"/> _NO				

Requisition/Project No: RFP829

TERM OF CONTRACT: 5 years with one 5 year option-to-renew

Requisition/Project Title: - Stephen P. Clark Center Pharmacy

Description: Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Internal Services Department (ISD), is soliciting proposals from qualified firms to operate a full service, drop-off/pick-up retail pharmacy at the Stephen P. Clark Center (SPCC).

User Department(s): Internal Services Department/Real Estate Division

Issuing Department: ISD/PM Contact Person: Amelia Cordova Phone: 305-375-2036

Estimated Cost: 0.00 Funding Source: REVENUE GENERATING: ☒

ANALYSIS

Commodity/Service No: <u>260-82 and 948-72 SIC:</u>			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ____ Yes ____ No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: *Pearl P. Bethel*

Date to SBD: 6-22-12

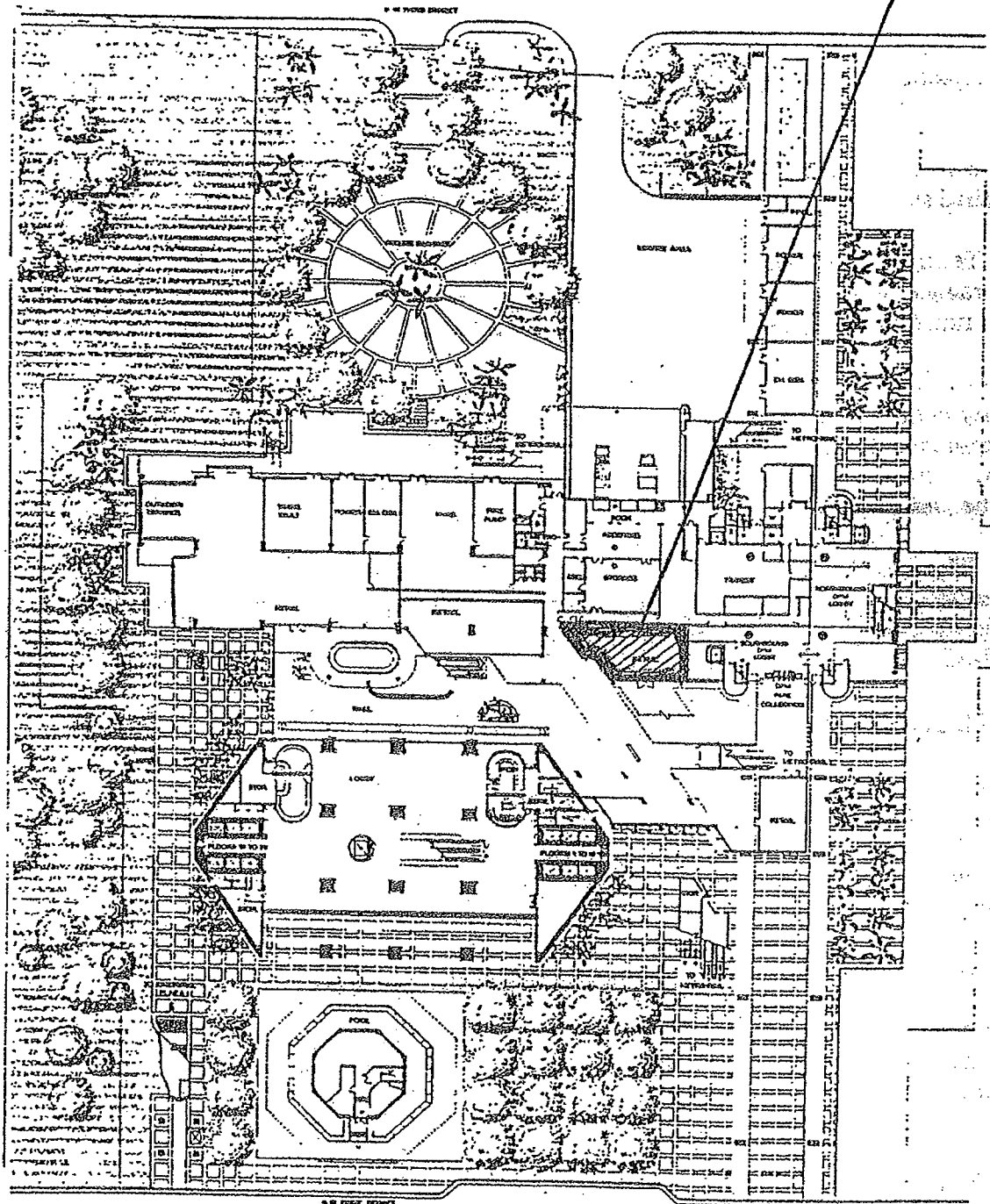
Date Returned to ISD/PM:

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SAMPLE PRO FORMA		Attachment I				
		Reference	Year 1	Year 2	Year 3	Year 4
Revenue						
Sales						
Gross Sales Revenue						
Less Sales Tax Collected	n%					
Net Sales Revenue						
Costs						
Payroll						
Total Payroll Costs						
Taxes and Benefits	n%					
Total Payroll Costs, Taxes and Benefits						
Cost of Goods						
Total Cost of Good						
Operating Expenses						
Corporate Overhead						
Insurance						
Repair & Maintenance						
Utilities						
Professional Services						
Misc Costs						
Vehicle						
Total Operating Expenses						
Interest and Depreciation						
Interest						
Depreciation						
Total Monthly Interest and Depreciation	n%					
Net Profit or (Loss)						
Note: Miscellaneous Includes						
Licenses/Taxes						
Depreciation: represents annual charges for replacements of inventory.						
Net Profit: (Revenue-Total Expenses)						

EXHIBIT "A"

SITE
SPACE #106

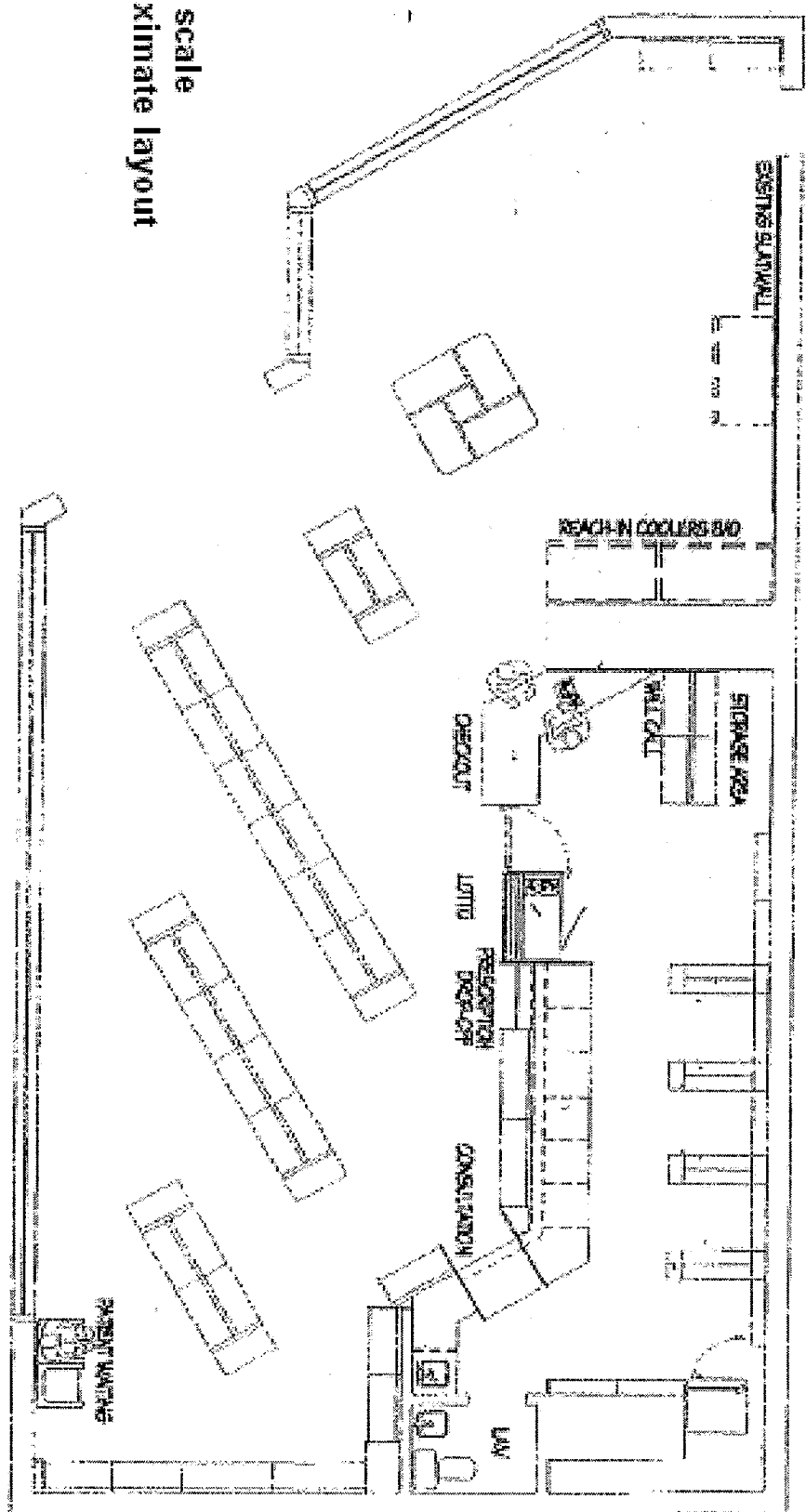


METRO-DADE CENTER /
GOVERNMENT CENTER STATION

GROUND LEVEL

LEGEND
 1. EXISTING BUILDINGS
 2. PROPOSED BUILDINGS
 3. EXISTING PARKING
 4. PROPOSED PARKING
 5. EXISTING STREETS
 6. PROPOSED STREETS
 7. EXISTING LANDSCAPE
 8. PROPOSED LANDSCAPE
 9. EXISTING UTILITIES
 10. PROPOSED UTILITIES
 11. EXISTING STRUCTURES
 12. PROPOSED STRUCTURES
 13. EXISTING FENCES
 14. PROPOSED FENCES
 15. EXISTING SIGNAGE
 16. PROPOSED SIGNAGE
 17. EXISTING LIGHTING
 18. PROPOSED LIGHTING
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 20. PROPOSED TREES
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 43. EXISTING ISLANDS
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 45. EXISTING PENINSULAS
 46. PROPOSED PENINSULAS
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 65. EXISTING SUPERCLUSTERS
 66. PROPOSED SUPERCLUSTERS
 67. EXISTING FILLS
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 69. EXISTING VENTS
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 71. EXISTING OUTGASING
 72. PROPOSED OUTGASING
 73. EXISTING SUPERNOVAS
 74. PROPOSED SUPERNOVAS
 75. EXISTING BLACK HOLES
 76. PROPOSED BLACK HOLES
 77. EXISTING DARK MATTER
 78. PROPOSED DARK MATTER
 79. EXISTING DARK ENERGY
 80. PROPOSED DARK ENERGY
 81. EXISTING COSMIC MICROWAVE BACKGROUND RADIATION
 82. PROPOSED COSMIC MICROWAVE BACKGROUND RADIATION
 83. EXISTING GRAVITATIONAL WAVES
 84. PROPOSED GRAVITATIONAL WAVES
 85. EXISTING QUANTUM FLUCTUATIONS
 86. PROPOSED QUANTUM FLUCTUATIONS
 87. EXISTING VIRTUAL PARTICLES
 88. PROPOSED VIRTUAL PARTICLES
 89. EXISTING HIGGS BOSONS
 90. PROPOSED HIGGS BOSONS
 91. EXISTING PHOTONS
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 93. EXISTING NEUTRINOS
 94. PROPOSED NEUTRINOS
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 701. EXISTING DIAMETER
 702. PROPOSED DIAMETER
 703. EXISTING RADIUS
 704. PROPOSED RADIUS
 705. EXISTING CIRCUMFERENCE
 706. PROPOSED CIRCUMFERENCE
 707. EXISTING PERIMETER
 708. PROPOSED PERIMETER
 709. EXISTING SURFACE AREA
 710. PROPOSED SURFACE AREA
 711. EXISTING VOLUME
 712. PROPOSED VOLUME
 713. EXISTING MASS
 714. PROPOSED MASS
 715. EXISTING ENERGY
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 717. EXISTING MOMENTUM
 718. PROPOSED MOMENTUM
 719. EXISTING FORCE
 720. PROPOSED FORCE
 721. EXISTING PRESSURE
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 745. EXISTING CIRCUMFERENCE
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 748. PROPOSED PERIMETER
 749. EXISTING SURFACE AREA
 750. PROPOSED SURFACE AREA
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 756. PROPOSED ENERGY
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 758. PROPOSED MOMENTUM
 759. EXISTING FORCE
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 761. EXISTING PRESSURE
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 783. EXISTING RADIUS
 784. PROPOSED RADIUS
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 789. EXISTING SURFACE AREA
 790. PROPOSED SURFACE AREA
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 799. EXISTING FORCE
 800. PROPOSED FORCE
 801. EXISTING PRESSURE
 802. PROPOSED PRESSURE
 803. EXISTING TEMPERATURE
 804. PROPOSED TEMPERATURE
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 823. EXISTING RADIUS
 824. PROPOSED RADIUS
 825. EXISTING CIRCUMFERENCE
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 827. EXISTING PERIMETER
 828. PROPOSED PERIMETER
 829. EXISTING SURFACE AREA
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 833. EXISTING MASS
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 837. EXISTING MOMENTUM
 838. PROPOSED MOMENTUM
 839. EXISTING FORCE
 840. PROPOSED FORCE
 841. EXISTING PRESSURE
 842. PROPOSED PRESSURE
 843. EXISTING TEMPERATURE
 844. PROPOSED TEMPERATURE
 845. EXISTING DENSITY
 846. PROPOSED DENSITY
 847. EXISTING VOLUME
 848. PROPOSED VOLUME
 849. EXISTING AREA
 850. PROPOSED AREA
 851. EXISTING LENGTH
 852. PROPOSED LENGTH
 853. EXISTING WIDTH
 854. PROPOSED WIDTH
 855. EXISTING HEIGHT
 856

EXHIBIT "B"



Not to scale
Approximate layout

Form B-1**RENT PROPOSAL SCHEDULE****INSTRUCTIONS:**

The Proposer's proposed Base Rent shall be submitted on this **Form B-1 "Rent Proposal Schedule."** Proposer is requested to fill in the applicable blanks on this form and to make no other marks.

BASE RENT (Minimum Annual Guarantee)

The Proposer shall state the Minimum Annual Guarantee (MAG) for providing all services, Section 2.5, as stated in the Scope of Services, attached herein.

Minimum Annual Guarantee	\$_____ Annually
---------------------------------	-------------------------

- Notes: 1. The MAG should be equal to or exceed the minimum value of \$29,547.00 annually, to be paid in twelve equal monthly installments, due on the first day of each month, without billing.
2. The Base Fee shall be adjusted upward at the end of each Lease Agreement year, based on the Consumer Price Index (CPI) under the City of Miami Group, for All Urban Consumers, All Items, not to exceed five percent per annum, including option to renew years.
3. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

Form A-1

PROPOSER'S NAME (Name of firm, entity or organization):		
FEDERAL EMPLOYER IDENTIFICATION NUMBER:		
NAME AND TITLE OF PROPOSER'S CONTACT PERSON:		
Name: _____		Title: _____
MAILING ADDRESS:		
Street Address: _____		
City, State, Zip: _____		
TELEPHONE: (____) _____	FAX: (____) _____	E-MAIL ADDRESS: _____
PROPOSER'S ORGANIZATIONAL STRUCTURE:		
_____ Corporation _____ Partnership _____ Proprietorship _____ Joint Venture _____ Other (Explain): _____		
IF CORPORATION:		
Date Incorporated/Organized: _____ State Incorporated/Organized: _____		
States registered in as foreign corporation: _____		
PROPOSER'S SERVICE OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:		
LIST NAMES OF PROPOSER'S SUBCONTRACTORS OR SUBCONSULTANTS FOR THIS PROJECT:		
LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE:		
<p>A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. At the time of proposal submission, the Local Certified Service-Disabled Veteran Business Enterprise must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit said affirmation and a copy of the actual certification along with the proposal submission.</p> <p><input type="checkbox"/> Place a checkmark here only if affirming Proposer is a certified Local Certified Service-Disabled Veteran Business Enterprise. A copy of the required certification must be submitted with the proposal.</p>		
CRIMINAL CONVICTION DISCLOSURE:		
<p>Pursuant to Miami-Dade County Ordinance No. 94-34, any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a checkmark here only if Proposer has such conviction to disclose.</p>		
Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List:		
<p>By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.</p>		

PROPOSER'S AUTHORIZED SIGNATURE

The undersigned hereby certifies that this proposal is submitted in response to this solicitation.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Signed By: _____ Date: _____

Print Name: _____ Title: _____

Form A-2

**AFFIDAVIT OF MIAMI-DADE COUNTY
LOBBYIST REGISTRATION FOR ORAL PRESENTATION**

(1) Project Title: _____ Project No.: _____
 (2) Department: _____
 (3) Proposer's Name: _____
 Address: _____ Zip: _____
 Business Telephone: (____) _____

(4) List All Members of the Presentation Team Who Will Be Participating in the Oral Presentation:

NAME	TITLE	EMPLOYED BY	TEL. NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(ATTACH ADDITIONAL SHEET IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presentation ONLY.

Any person who appears as a representative for an individual or firm for an oral presentation before a County certification, evaluation, selection, technical review or similar committee must be listed on an affidavit provided by the County. The affidavit shall be filed with the Clerk of the Board at the time the response is submitted. The individual or firm must submit a revised affidavit for additional team members added after submittal of the proposal with the Clerk of the Board prior to the oral presentation. Any person not listed on the affidavit or revised affidavit may not participate in the oral presentation, unless he or she is registered with the Clerk's office and has paid all applicable fees.

Other than for the oral presentation, Proposers who wish to address the county commission, county board or county committee concerning any actions, decisions or recommendations of County personnel regarding this solicitation in accordance with Section 2-11.1(s) of the Code of Miami-Dade County MUST register with the Clerk of the Board and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Miami-Dade County as amended.

Signature of Authorized Representative: _____ Title: _____
 STATE OF _____
 COUNTY OF _____

The foregoing instrument was acknowledged before me this _____,
 by _____, a _____, who is personally known
 (Individual, Officer, Partner or Agent) (Sole Proprietor, Corporation or Partnership)
 to me or who has produced _____ as identification and who did/did not take an oath.

(Signature of person taking acknowledgement)

(Name of Acknowledger typed, printed or stamped)

(Title or Rank)

(Serial Number, if any)

Form A-3
ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, whichever is applicable.

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #1, Dated _____, 201__

Addendum #2, Dated _____, 201__

Addendum #3, Dated _____, 201__

Addendum #4, Dated _____, 201__

Addendum #5, Dated _____, 201__

Addendum #6, Dated _____, 201__

Addendum #7, Dated _____, 201__

Addendum #8, Dated _____, 201__

Addendum #9, Dated _____, 201__

PART II:

____ No Addendum was received in connection with this solicitation.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

Form A-4**LOCAL BUSINESS PREFERENCE**

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of receiving the aforementioned preference above, shall be defined as a Proposer which meets all of the following.

1. Proposer has a valid Local Business Tax Receipt (formerly know as an Occupational License), issued by Miami-Dade County at least one year prior to proposal submission, that is appropriate for the goods, services or construction to be purchased.

Proposer shall attach a copy of said Miami-Dade County Local Business Tax Receipt hereto. (Note: Current and past year receipts, or occupational licenses, as may be applicable, may need to be submitted as proof that it was issued at least one year prior to the proposal due date.)

2. Proposer has a physical business address located within the limits of Miami-Dade County from which the Proposer operates or performs business. (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.)

Proposer shall state its Miami-Dade County (or Broward County if applicable, see note below) physical business address _____

3. Proposer contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the Proposer shall affirm in writing its compliance with any of the following objective criteria as of the proposal submission date:

Check box, if applicable:

- ☐ a) Proposer has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County.
- ☐ b) Proposer contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County.
- ☐ c) Proposer contributes to the economic development and well-being of Miami-Dade County by some other verifiable and measurable contribution by _____

Proposer shall check the box if applicable and, if checking item "c", shall provide a written statement, above, defining how Proposer meets that criteria.

By signing below, Proposer affirms that it meets the above criteria to qualify for Local Preference and has submitted the requested documents.

Note: At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 30, 2013. Therefore, a Proposer which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business for the purposes outlined herein.

Federal Employer Identification Number: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

I hereby certify that to the best of my knowledge and belief all the foregoing facts are true and correct.

Signature of Authorized Representative: _____

Print Name: _____ Title: _____

Date: _____

STATE OF _____
COUNTY OF _____

SUBSCRIBED AND SWORN TO (or affirmed) before me on _____,
(Date)

by _____, He/She is personally known to me or has
(Affiant)

presented _____ as identification.
(Type of Identification)

(Signature of Notary) (Serial Number)

(Print or Stamp Name of Notary) (Expiration Date)

Notary Public _____
(State)

Notary Seal

FORM A-5
SUBCONTRACTOR/SUPPLIER LISTING
(Ordinance 97-104)

Name of Proposer _____

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed by all bidders and proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. **This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, must be completed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading in those instances where no subcontractors or suppliers will be used on the contract.** A bidder or proposer who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified except upon written approval of the County.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate.

Signature of Proposer's
Authorized Representative

Print Name

Print Title

Date

(Duplicate if additional space is needed)
Form A-5(new 5/7/99)

Form A-6

FAIR SUBCONTRACTING POLICIES
(Section 2-8.8 of the Miami-Dade County Code)**FAIR SUBCONTRACTING PRACTICES**

In compliance with Section 2-8.8 of the Miami-Dade County Code, the Proposer submits the following detailed statement of its policies and procedures for awarding subcontracts:

I hereby certify that the foregoing information is true, correct and complete.

Signature of Authorized Representative: _____

Title: _____ Date: _____

Firm Name: _____

SCOPE OF SERVICES

1. Introduction

The Lessee shall operate, a full service, drop-off/pick-up retail pharmacy (the Pharmacy) at the Stephen P. Clark Center located at, 111 NW 1st Street. The Pharmacy area is located on the first floor and contains 1,787 square feet which opens into the lobby. Included in the space for the Pharmacy are fixtures and equipment, such as shelving units, cash registers, displays, one refrigerator, and one cooler.

2. Objective

The selected Proposer shall have the use of the Pharmacy as shown on the attached building plan (See Exhibits A and B). The selected Proposer shall operate a first-class retail pharmacy offering a high level of service in dispensing prescription drugs and selling sundry items, health and beauty aids, personal assistance products including medical equipment and supplies, personal care products, small appliances, candles, magazines, greeting cards, soft drinks, Florida Lottery Tickets and Games, and related products. There will be a limited amount of retail space allowed for the sales of snacks, candy and beverages not to exceed 400 square feet. Proposers may also include prescriptions by mail services. **(VICTORIA – PLEASE ADVISE IF SQAURE FOOTAGE SHOULD READ 400 OR 50.)**

3. Requirements and Services to be Provided

A. Operation and Quality of Services

The selected Proposer shall:

1. Demonstrate, to the satisfaction of the County, that the selected Proposer shall comply with the Florida Pharmacy Act, Chapter 465.018, F.S., at the time of contract award, through contract award, and as a continuing condition of award.
2. Obtain a license to operate a pharmacy for this facility. A full service pharmacy must have an on-staff registered pharmacist on-site during normal business hours.
3. Have the Pharmacy in operational order and open for business within 60 days from contract award.
4. Operate the Pharmacy, at a minimum, five days a week, Monday through Friday, continuously from 7:30 A.M. to 5:30 P.M., except on County, State and Federal designated holidays. Any changes in the hours of operation require the express written approval of the County.
5. Develop and submit a detailed operation and marketing plan, to ISD for approval, 30 days from contract award. At a minimum, the plan shall include the budget for operation and marketing of the Pharmacy including advertising, signage, marketing, and promotions. The marketing portion of the plan shall include the budget for marketing and promotions of the Pharmacy, and must be updated quarterly and submitted to ISD for approval.
6. Provide sufficient employees to provide prompt, courteous, and efficient service to Pharmacy patrons.
7. Mandate and enforce that employees be distinctly uniformed and displaying name tags so as to be distinguishable as the selected Proposer's employees.
8. Not assign/sublet, nor otherwise encumber the Lease Agreement without prior written County approval.
9. Accept the insurance plans currently provided to County employees. The County may change, add or cancel its health plan providers.
10. Furnish to the County a report of gross sales during the preceding calendar month on forms approved by the County. This report shall be signed by the selected Proposer certifying the accuracy of such gross

Appendix A

sales, and will be submitted on or before the 20th day following the end of the month throughout the term of the Agreement.

B. Facility Renovation and Maintenance

1. The selected Proposer shall prepare and submit, for ISD approval, a proposed Conceptual Plan, if after award alteration/remodeling of the Pharmacy is needed. The alteration/remodeling shall be completed within 60 days from contract award. No alterations, changes or additions to the premises shall be made by the selected Proposer without the prior written consent of the County. All work will be in compliance with applicable building codes and the American with Disabilities Act (ADA) and performed by licensed and insured contractors. In the event the selected Proposer fails to make necessary alterations, changes, additions, repairs, rebuilding, remodeling or repainting of the Pharmacy, the County may make the needed corrections, on behalf of the selected Proposer, and the expenses shall be the responsibility of the selected Proposer.
2. The selected Proposer shall keep and maintain the site in a clean and neat condition. Janitorial services and interior maintenance including air conditioning maintenance and repairs shall be the responsibility and sole expense of the selected Proposer. The selected Proposer shall contract a licensed and insured air conditioning contractor to perform regular monthly maintenance and necessary repairs to the separate air conditioning unit servicing the Pharmacy. The selected Proposer shall provide a copy of the air conditioning maintenance agreement with a licensed and insured air conditioning contractor within 30 days from contract award.
3. The selected Proposer shall Provide security for the Pharmacy at its own discretion. The County is not responsible for the selected Proposer's furnishings, fixtures, equipment, soft goods, or supplies.

C. Stock Items

1. The County has the exclusive right to approve any and all items to be sold, and to deny the sale of any items if and when the County so deems, at its sole discretion. There is no exception to this requirement. The selected Proposer shall immediately discontinue the sale of any item upon the request of the County. It is not the intention of the County to place unreasonable restrictions upon the selected Proposer, which could seriously affect the selected Proposer's earning ability. However, the County reserves the right to restrict the sale of products which may be potentially damaging to its interest.
2. The County shall allow a maximum amount of leased space of 50 square feet for the display and sale of snacks, soft drinks, and candy. **(VICTORIA – PLEASE ADVISE IF SQAURE FOOTAGE SHOULD READ 400 OR 50.)**

D. Rent

1. A guaranteed minimum rent of \$29,547.00 per annum to be paid in monthly installments of \$2,462.25, for the first year with an increase based on the Consumer price Index not to exceed five percent per annum, including option to renew years. The guaranteed minimum rent payments are due on or before the first day of each month in advance, without billing or demand.

PROPOSAL SUBMISSION PACKAGE
Request for Proposals (RFP) No. 829
Stephen P. Clark Center Pharmacy

In response to the Solicitation, Proposer shall **RETURN THIS ENTIRE PROPOSAL SUBMISSION PACKAGE** as follows:

1. Form A-1, Cover Page of Proposal

Complete and sign (by Proposer or representative of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer) as required.

2. Proposer Information

Complete following the requirements therein.

Note: The Proposer Information document is available in an electronic format (Word) by submitting a written request via e-mail to the County contact person for this Solicitation.

3. Affidavits/Acknowledgements

Complete and sign the following forms:

Form A-2, Lobbyist Registration for Oral Presentations
Form A-3, Acknowledgement of Addenda
Form A-4, Local Business Preference
Form A-5, Proposer's Disclosure of Subcontractors and Suppliers
Form A-6, Fair Subcontracting Policies

4. Form B-1, Rent Proposal Schedule

Complete following the requirements therein.

Submit in hardcopy format an original, complete Proposal Submission Package and seven (7) copies of the complete package **by the Proposal Due Date** (see front cover of Solicitation) in a sealed envelope/container addressed as follows:

Proposer's Name
Proposer's Address
Proposer's Telephone Number

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983

RFP No.:
RFP Title:
Proposal Due Date:

PROPOSAL SUBMISSION PACKAGE
Request for Proposals (RFP) No. 829
Stephen P. Clark Center Pharmacy

In response to the Solicitation, Proposer shall **RETURN THIS ENTIRE PROPOSAL SUBMISSION PACKAGE** as follows:

1. Form A-1, Cover Page of Proposal

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Form A-4, Local Business Preference

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Form A-6, Fair Subcontracting Policies

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Submit in hardcopy format an original, complete Proposal Submission Package and seven (7) copies of the complete package **by the Proposal Due Date** (see front cover of Solicitation) in a sealed envelope/container addressed as follows:

Proposer's Name
Proposer's Address
Proposer's Telephone Number

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983

RFP No.:
RFP Title:
Proposal Due Date:

Proposer Information

Proposer's Experience and Past Performance

1. Provide a detailed description of the Proposer's knowledge regarding the legal requirements that are involved in this type of operation.
2. Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.
3. Describe experience in operating/managing retail pharmacies with annual gross sales in excess of \$250,000 per year (excluding prescription drugs), within the previous three fiscal years, or any other experiences related to the work or services describes in the Scope of Services (See Section 2.0). Proposer is to demonstrate how it meets or exceeds these qualifications.
4. Provide most recent business financial statements (balance sheet and income statement) as of a date not earlier than the end of the firm's preceding official tax accounting period, together with a statement, in writing and signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation of a material change in the financial condition. Also include Letter of Credit from financial institutions.
5. Provide a detailed description of comparable contracts (similar in scope of services described in Section 2.0 of the Solicitation) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project:
 - (i) Client
 - (ii) Description of work
 - (iii) Total dollar value of the contract
 - (iv) Dates covering the term of the contract
 - (v) Client contact person and phone number
 - (vi) Statement of whether Proposer was the prime contractor or subcontractor
 - (vii) If the Proposer was the subcontractor name the prime
 - (viii) Detail Proposer's responsibilities and the results of the project

Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).

6. List all contracts which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that "a Bidder's or Proposer's past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts." As such the Proposer must list and describe all work performed for Miami-Dade County and include for each project:
 - (i) Name of the County Department which administers or administered the contract
 - (ii) Description of work
 - (iii) Total dollar value of the contract
 - (iv) Dates covering the term of the contract
 - (v) County contact person and phone number
 - (vi) Statement of whether Proposer was the prime contractor or subcontractor
 - (vii) If the Proposer was the subcontractor name the prime
Detail Proposer's responsibilities and the results of the project

Proposer Information

7. Confirm Proposer has a minimum of five years of employment as an owner/licensed and registered pharmacist with the State of Florida.
8. Provide information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or had been involved within the last three years.

Key Personnel and Subcontractors Performing Services

9. Provide an organizational chart showing all key personnel, including their titles, to be assigned to this project. This chart must clearly identify the Proposer's employees and those of the subcontractors or subconsultants and shall include the functions to be performed by the key personnel. All key personnel includes all partners, managers, seniors and other professional staff that will perform work and/or services in this project.
10. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key personnel, specifically the Pharmacist and Store Manager to be assigned to this Pharmacy.
11. Describe how Proposer would select a replacement for key personnel identified above, in order to maintain the continuity of service and a comparable level of experience.
12. Provide resumes with job descriptions and other detailed qualification information on all key personnel who will be assigned to this project, including any key personnel of subcontractors.

Note: After proposal submission, but prior to the award of any contract issued as a result of this Solicitation, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

Proposed Approach to Providing the Services

13. Describe how Proposer will ensure compliance with the Florida Pharmacy Act, Chapter 465.018, F.S.
14. Describe Proposer's specific project plan and procedures to be used in providing the services in the Scope of Services (**see Section 2.0**). Specifically, describe Proposer's approach to the following:
 - a. Operation of the Pharmacy
 - b. Organization/management and responsibilities of management and staff personnel that will perform at this site.
 - c. Methods employed by Proposer to ensure safety, prompt service, customer satisfaction, prompt complaint resolution, effective employee performance, and training.
15. Submit Proposer's draft operating and marketing plan as described in Section 2.4 of the Solicitation.
16. Provide a product list of the items the Proposer will be offering for sale, including a description such as brand name, size, price, and if Proposer will be selling Florida Lottery tickets.
17. Describe Proposer's process for managing the legal requirements of operating a pharmacy as issues occur that involve legal review.

Proposer Information

18. Describe Proposer's safeguards in its accounting and reporting systems to ensure that all revenues and expenses are captured by the accounting system.
19. List the healthcare insurance plans that the Proposer will accept at the Pharmacy. Proposers should address whether they accept each of the County's current health plan providers, which are as follows:
 - a. AvMed POS
 - b. AvMed HMO (High Option)
 - c. AvMed HMO (Low-Option)

Note: The County may change, add, or cancel any of its health providers.

20. Provide a project schedule identifying specific key tasks and duration.
21. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s).

Financial Capability

22. Adequate financial strength to provide start-up operations and reasonable working capital.
23. Provide documentation regarding Proposer's financial strength and ability to provide services. Such documentation may include its most recent certified financial statement as of a date not earlier than the end of the Proposer's preceding official tax accounting period, with statement in writing, assigned by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. If certified financial statements are not available provide latest available financial statement (balance sheet and income statement) and letters of credit availability from accredited financial institutions, or other relevant documentation.
24. Provide a pro-forma statement showing projected sales and expenses for the first five years of the Pharmacy. (See Attachment I - Sample Pro-forma).

Note: Inflated statement or statements skewed outside normal operating ranger may be evaluated as less desirable than reasonable pro-forma.

**REQUEST FOR PROPOSALS (RFP) No. 829
FOR
STEPHEN P. CLARK CENTER PHARMACY**

PRE-PROPOSAL CONFERENCE TO BE HELD:

_____, 2012 at ____:00 A.M./P.M. (local time)
111 NW 1st Street, 13th Floor, Conf. Rm. __, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY:

Internal Services Department, Procurement Management Services
for
Internal Services Department, Real Estate Development Division

COUNTY CONTACT FOR THIS SOLICITATION:

Name and Title: Amelia M. Cordova-Jimenez, A&E Consultant Selection Coordinator
Address: 111 NW 1st Street, Suite 1300, Miami, Florida 33128
Telephone: (305) 375-2036
E-mail: ameliac@miamidade.gov

PROPOSALS ARE DUE AT THE CLERK OF THE BOARD NO LATER THAN:

_____, 2012 at 2:00 PM (local time)
at
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, Florida 33128-1983

The Clerk of the Board's (COB) business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Additionally, the COB is closed on holidays observed by the County.

All proposals received and time stamped by the COB prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped by the COB after the proposal submittal deadline will be evaluated by the procuring department in consultation with the County Attorney's Office (CAO) to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

The submittal of a proposal by a Proposer will be considered by the County as constituting an offer by the Proposer to perform the required services at the stated prices. A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal.

Requests for additional information or inquiries must be made in writing and received by the County's contact person for this Solicitation. The County will issue responses to inquiries and any changes to this Solicitation it deems necessary in written addenda issued prior to the proposal due date. Proposers who obtain copies of this Solicitation from sources other than the County's Internal Services Department (ISD) website at www.miamidade.gov/dpm or the Vendor Assistance Unit risk the possibility of not receiving addenda and are solely responsible for those risks.

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS**1.1 Introduction**

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Internal Services Department (ISD), is soliciting proposals from qualified firms to operate a full service, drop-off/pick-up retail pharmacy at the Stephen P. Clark Center (SPCC).

The County anticipates awarding a contract for a five year period, with one, five-year option to renew, at the County's sole discretion.

The anticipated schedule for this Solicitation is as follows:

Solicitation issued: _____, 2012

Pre-Proposal Conference
and Site Visit:

See front cover for date, time and place. Attendance is recommended but not mandatory. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375-1530 at least five days in advance.

Deadline for receipt of questions: _____, 2012

Proposal due date: See front cover for date, time and place.

Evaluation process: _____, 2012

Projected award date: _____, 2012

1.2 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity or organization, as stated on Form A-1, submitting a response to this Solicitation.
4. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
5. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
6. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
7. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

1.3 General Proposal Information

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. A proposal shall be the Proposer's firm commitment to provide the goods and services solicited in the manner requested in the Solicitation and described in the proposal. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in

its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any respondent regarding respondent's responsibility after the submission deadline as the County deems necessary. Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". The Proposer shall not submit any information in response to this Solicitation which the Proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. Under no circumstances shall the County request the withdrawal of the confidentiality restriction if such communication would in the County's sole discretion give to such Proposer a competitive advantage over other proposers. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsive. To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the COB at (305) 375-5126.

1.4 Cone of Silence

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or

- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the COB, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the COB, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the COB at clerkbcc@miamidade.gov.

1.5 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000) for a period of thirty-six months from the date of being placed on the convicted vendor list.

1.6 Lobbyist Contingency Fees

- A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.7 Collusion

Where two or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer or the principals thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership interest in another Proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a proposal for the same services shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

2.0 SCOPE OF SERVICES

2.1 Background

The County, as represented by the Internal Services Departments, Real Estate Development Division, is soliciting proposals from qualified firms to operate a full-service, drop-off/pick-up retail pharmacy (the Pharmacy) at the SPCC.

The Pharmacy area is located on the first floor of the SPCC and contains 1,787 square feet which opens into the lobby. Included in the space for the Pharmacy are fixtures and equipment, such as shelving units, cash

registers, displays, one refrigerator, and one cooler to provide the selected Proposer a ready to operate pharmacy.

2.2 Preferred Experience

The selected Proposer should have the following experience:

1. Operation of retail pharmacies with annual gross sales in excess of \$250,000 per year (exclusive of prescription drugs).
2. Knowledge of the legal requirements that are involved in this type of operation.
3. Adequate financial strength to provide start-up operations and reasonable working capital.
4. A minimum of five years of employment as an owner/licensed, and registered pharmacist with the State of Florida.

2.3 Objective

The selected Proposer shall have the use of the Pharmacy as shown on the attached building plan (See Exhibits A and B). The selected Proposer shall operate a first-class retail pharmacy offering a high level of service in dispensing prescription drugs and the sale of retail items which may include sundry items, health and beauty aids, personal assistance products including medical equipment and supplies, personal care products, small appliances, candles, magazines, greeting cards, soft drinks, Florida Lottery Tickets and Games, and related products. There will be a limited amount of retail space allowed for the sales of snacks, candy and beverages not to exceed 400 square feet. The selected Proposer may also include prescriptions by mail services.

2.4 Requirements and Services to be Provided

A. Operation and Quality of Services

The selected Proposer shall:

1. Demonstrate, to the satisfaction of the County, that the selected Proposer shall comply with the Florida Pharmacy Act, Chapter 465.018, F.S., at the time of contract award, through contract award, and as a continuing condition of award.
2. Obtain a license to operate a pharmacy for this facility. A full service pharmacy must have an on-staff registered pharmacist on-site during normal business hours.
3. Have the Pharmacy in operational order and open for business within 60 days from contract award.
4. Operate the Pharmacy, at a minimum, five days a week, Monday through Friday, continuously from 7:30 A.M. to 5:30 P.M., except on County, State and Federal designated holidays. Any changes in the hours of operation require the express written prior approval of the County.
5. Develop and submit a detailed operation and marketing plan, to ISD for approval, 30 days from contract award. At a minimum, the plan shall include the budget for operation and marketing of the Pharmacy including advertising, signage, marketing, and promotions. The marketing portion of the plan shall include the budget for marketing and promotions of the Pharmacy, and must be updated quarterly and submitted to ISD for approval.
6. Provide sufficient employees to provide prompt, courteous, and efficient service to Pharmacy patrons.
7. Mandate and enforce that employees be distinctly uniformed and displaying name tags so as to be distinguishable as the selected Proposer's employees.
8. Accept the insurance plans currently provided to County employees. The County may change, add or

cancel its health plan providers.

B. Facility Renovation and Maintenance

The selected Proposer shall:

1. Prepare and submit, for ISD approval, a proposed Conceptual Plan, if after award alteration/remodeling of the Pharmacy is needed after contract award. The alteration/remodeling shall be completed within 60 days from contract award. No alterations, changes or additions to the premises shall be made by the selected Proposer without the prior written consent of the County. All work will be in compliance with applicable building codes and the American with Disabilities Act (ADA) and performed by licensed and insured contractors. In the event the selected Proposer fails to make necessary alterations, changes, additions, repairs, rebuilding, remodeling or repainting of the Pharmacy, the County may make the needed corrections, on behalf of the selected Proposer, and the expenses shall be the responsibility of the selected Proposer.
2. Keep and maintain the site in a clean and neat condition. Janitorial services and interior maintenance including air conditioning maintenance and repairs shall be the responsibility and sole expense of the selected Proposer. The selected Proposer shall contract a licensed and insured air conditioning contractor to perform regular monthly maintenance and necessary repairs to the separate air conditioning unit servicing the Pharmacy. The selected Proposer shall provide a copy of the air conditioning maintenance agreement with a licensed and insured air conditioning contractor within 30 days from contract award.
3. Provide security for the Pharmacy at its own discretion. The County is not responsible for the selected Proposer's furnishings, fixtures, equipment, soft goods, or supplies.

C. Stock Items

1. The County has the exclusive right to approve any and all items to be sold, and to deny the sale of any items if and when the County so deems, at its sole discretion. There is no exception to this requirement. The selected Proposer shall immediately discontinue the sale of any item upon the request of the County. It is not the intention of the County to place unreasonable restrictions upon the selected Proposer, which could seriously affect the selected Proposer's earning ability. However, the County reserves the right to restrict the sale of products which may be potentially damaging to its interest.
2. The County shall allow a maximum amount of leased space of 50 square feet for the display and sale of snacks, soft drinks, and candy.

2.5 Rent Schedule

The selected Proposer shall pay a Base Rent (Minimum Annual Guarantee [MAG]) of no less than \$29,547.00 annually, due in twelve equal monthly payments (\$2,462.25), for the first year with an increase based on the Consumer Price Index not to exceed five percent per annum, including option to renew years. The guaranteed MAG payment is due on or before the first day of each month in advance, without billing or demand.

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, Proposer should **return the entire completed Proposal Submission Package** (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Evaluation/Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer's relevant experience, qualifications, and past performance	40
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, Pharmacist and Store Manager assigned to this project, and experience and qualifications of subcontractors	20
3. Proposer's approach to providing the services requested in this Solicitation	25

<u>Base Rent and Financial Criteria</u>	<u>Points</u>
4. Proposer's financial capabilities, pro-forma statement, and Base Rent	15

4.3 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.4 Base Rent and Financial Evaluation

After the evaluation of the technical proposal, in light of the oral presentation(s) if necessary, the County will evaluate the price proposals of those Proposers remaining in consideration.

The Base Rent proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the County's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The Base Rent evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

4.5 Selection Factor

A Selection Factor is not applicable to this Solicitation.

4.6 Local Certified Service-Disabled Veteran's Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises (VBE) in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

4.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to Federal or State law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within five percent of the ranking obtained by said non-local Proposer, then the Evaluation/Selection Committee will recommend that a contract be negotiated with said local Proposer.

4.8 Negotiations

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor or designee with their recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. In his sole discretion, the County Mayor or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall:

- a) Complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

4.9 Contract Award

Any contract, resulting from this Solicitation, will be submitted to the County Mayor or designee for approval. All Proposers will be notified in writing when the County Mayor or designee makes an award recommendation. The contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County's decision of whether to make the award and to which Proposer shall be final.

4.10 Rights of Protest

A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

5.0 TERMS AND CONDITIONS

The anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

A. Vendor Registration

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, the new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed. The Vendor Registration Package, including all affidavits can be obtained by downloading from the website at http://www.miamidade.gov/DPM/vendor_registration.asp or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL. The recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate, at the time they submitted a response to the Solicitation, by completing an Affirmation of Vendor Affidavit form.

B. Insurance Requirements

The Contractor shall furnish to the County, Internal Services Department, Procurement Management Division, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

6.0 ATTACHMENTS

Form of Agreement
Proposal Submission Package
Attachment 1 – Sample Pro-Forma
Exhibit A – Site Location
Exhibit B – Site Sketch

Walters, Vivian (SPEE)

From: Bethel, Pearl (ISD)
Sent: Friday, June 22, 2012 3:26 PM
To: Walters, Vivian (SPEE)
Cc: Cordova, Amelia (ISD)
Subject: RFP829, Stephen P. Clark Center Pharmacy, Measures
Attachments: RFP 829 - Pharmacy - FINAL for CAO Review - 06-15-12.docx; Input Doc-Project Measure Worksheet.doc; Sample Pro Forma.xls; Exhibit A - Site Location.pdf; Exhibit B - Site Sketch.bmp; Form B-1 - 06-11-12.doc; FORMS A1 - A6 - 04-17-12.doc; Lease Agreement Appendix A - 06-11-12.doc; Proposal Submission Package Cover Page - 04-17-12.doc; Proposer Information - 06-11-12.doc

Hi Vivian

Please review the attached RFP for a determination of the SBE measure to be applied. A copy of the input doc/project measures worksheet is also attached. The funding source is Revenue Generating and the user department is Internal Services/GSA Real Estate Division. Because this is a revenue generating project my recommendation would be that no measures are applied.

Thanks.

Pearl for Amy Cordova

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